

# SOUTH PARK STAKEHOLDERS G R O U P

Dedicated to the Economic, Social and Cultural  
Vitality of South Park—Downtown Los Angeles



## **South Park Stakeholders Group – Board of Directors Meeting**

**Tuesday, November 20<sup>th</sup>, 2012 – 1:00 p.m.**

**South Park BID Office 1333 Hope Street, Los Angeles**

**CLOSED SESSION AT THE END OF THE AGENDA**

### **AGENDA:**

1. Call to order – President Robin Bieker
2. Approval of October 23<sup>rd</sup> Board meeting minutes *Action Item*
3. Public Comment on agenda or items of concern
4. Update on manual billing – December 18<sup>th</sup>, new Executive Director start date
5. Approval of budget for 2013 *Action Item*
6. **Committee Reports:**  
*(Report from Executive Committee)* – Robin Bieker
  - a. Articles of incorporation – received
  - b. HR Manual – done
  - c. SOBO Committee, RFP solicitation
  - d. DISI Chair appointee
7. Other
8. Adjournment

### **CLOSED SESSION TO DISCUSS PERSONNEL ISSUES RELATED TO OPERATIONS DIRECTOR**

Only Board members and Board Consultant may be present discuss this personnel matter

### **BROWN ACT:**

*Government Code 54950* (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts Agendas at 1333 S. Hope Street, Los Angeles CA 90015. Action may not be taken on items not posted on the agenda. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Daryl Landis, at 213 663-1111 at least 48 hours prior to the meeting.

# SOUTH PARK STAKEHOLDERS G R O U P

*Dedicated to the Economic, Social and Cultural Vitality of South Park—Downtown Los Angeles*



## **South Park Stakeholders Group-Board of Directors Meeting**

**Tuesday, October 23, 2012-3:00 p.m.**

**South Park BID Office 1333 S. Hope Street, Los Angeles, CA 90015**

**Present:** Robin Bieker, Gary Warfel, Philip Hill,  
Bob Buente-via conference call, Martha Saucedo-via conference call, Cliff Hoffman-via conference call

**Staff:** Daryl Landis, Sharon Guzman

**Consultants:** Marco Li Mandri, Tom Compere, Tara Devine

### **MINUTES:**

<b>Item</b>	<b>Discussion</b>	<b>Action Taken?</b>
<b>Call to order</b>	Robin Bieker called the meeting to order at 3:15 p.m. quorum was present, and self-introductions were made.	<b>No action was taken</b>
<b>Approval of September 10<sup>th</sup> Board Minutes</b>	No comments were made on posted agenda items.	<b>Motion to approve the minutes by Gary Warfel and seconded by Cliff Hoffman. Approved Unanimously</b>
<b>Updates on legal action for other Downtown BIDs</b>	A meeting had been called by the DCBID but it did not take place. Tara Devine reported that the litigation regarding general vs. special benefits is fluid and ongoing. This is the basis of the lawsuits against the Downtown BID and the Arts District. Research will be initiated into the 2 pending lawsuits and developments will be reported as they pertain specifically to South Park.	<b>No action was taken</b>
<b>Hiring of Jessica Lall as Executive Director</b>	Recommendations from Executive Committee to hire Jessica Lall for Executive Director's position to commence on November 12 <sup>th</sup> . Gary stated that the City has requested her to continue to work in the Mayor's office until the 19 <sup>th</sup> .	<b>Cliff Hoffman moved and Bob seconded the hiring of Jessica Lall as Executive Director. The hiring will be conditional upon support of the new City contract being signed and the</b>

		revenues being transferred as per the results of the assessment ballot proceeding. The motion to hire Jessica based upon the stated conditions was approved unanimously.
<b>Executive Committee to finalize agreement with Jessica</b>	Discussion was held on the need to finalize the hiring agreement with Jessica. It was recommended that the Executive Committee negotiate the salary and benefits package with Jessica.	<b>Cliff moved and Martha seconded that the Executive Committee finalize the details of salary and benefits with Jessica. The motion was approved unanimously.</b>
<b>Committee Reports</b>	<p>-The Articles of Incorporation have been filed, response pending from secretary of state.</p> <p>-Opening of new bank account with First Enterprise Bank was discussed again. The authorization of officers as signers was moved and approved at the last board meeting (Sept 10, 2012). We wanted to adopt a formal resolution at this meeting finalizing that action.</p> <p>Bylaws creating a C3-public benefit corporation: Filing pending based upon the receipt of the articles of incorporation being approved by the State.</p> <p>The human resources manual is still in the process of being reviewed by Dignity Health HR staff.</p> <p>Financial issues: The Executive Committee will meet with Tom from RBZ to review 2012 budget; set 2013 budget and submit it to the Board for action at the next meeting in November.</p>	<p><b>No action</b></p> <p><b>To reiterate the action and formally adopt a resolution, Bob moved that the Board switch banks from Bank of America to First Enterprise Bank and that all officers be authorized as signatories on the account. Cliff seconded the motion and the motion was approved unanimously.</b></p>
<b>Sidewalk Operations Committee</b>	<p>Bob Buente went over the need for:</p> <ul style="list-style-type: none"> <li>- a new steam cleaner,</li> <li>-newer equipment,</li> <li>- the condition of vehicles, and</li> <li>- sidewalk maintenance.</li> </ul> <p>Also pending are review of existing LACC and Securitas contracts which will be reviewed for 2013.</p>	<b>No action was taken</b>

<b>DISI Committee</b>	<p>Todd Howk (AEG) is working on creation of South Park Mission Statement. This will be reviewed at the next DISI Committee meeting.</p> <p>Gary Warfel suggested we freeze any major financial considerations until issue clarity/resolution with the city</p> <p>The DISI and Enhanced Beautification budgets for 2013 were submitted to the Board for consideration and approval. Discussion followed. Line items were presented, however the Board stated that the Committee should have the right to move line items, as long as the budget categories don't exceed those laid out in the management district plan. Discussion followed</p>	<p><b>Gary moved that the DISI and Enhanced Beautification budgets, as presented, be approved, subject to the alteration of line items within each budget category. These budgets are also based upon verification that the manual billing will take place by the end of the year and the funds will be forthcoming by February. Bob seconded the motion. The motion was approved unanimously.</b></p>
<b>Other business</b>	Tom Compere went over budget vs. actual financial report and ending cash balance for the month of September 2012. He also recommended obtaining a line of credit with new bank once established.	
<b>Next meeting</b>	November 12, 2012, 2:00p.m., at the South Park Service Center (Since changed to November 20 <sup>th</sup> )	
<b>Adjourn</b>	Meeting adjourned at 4:45 p.m. Motion carried.	

Minutes taken by Sharon Guzman and amended by Marco Li Mandri

# NEW CITY

*America, Inc.*

## South Park Association (CBD) Approved Budget by Category, Management District Plan 2013:

PROGRAM OR ACTIVITY FUNDED BY THE GREATER SOUTH PARK PROPERTY BUSINESS IMPROVEMENT DISTRICT	APPROXIMATE% OF ANNUAL BUDGET	ESTIMATED ANNUAL COSTS
Sidewalk Operation Services	50%	\$ 937,007.00
District Identity	19%	\$ 346,190.00
Enhanced Beautification and Sidewalk Services	16%	\$ 297,902.00
Administration/Corporate Operations	10%	\$ 186,188.00
Contingency/City Fees/Reserves	5%	\$ 94,602.00
<b>TOTAL</b>	<b>100%</b>	<b>\$ 1,861,889.00</b>



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## South Park Association Executive/Organization Committee Budget Analysis, 2013

2013 Gross Budget	2013 Net CBID Budget, projected at 92%	2013 Carry Forward Projected from 2012	DISI/Enhanced Beautification Budget 2013
\$ 186,188.00	\$ 171,293.00	\$ 0	\$ 171,293.00

### South Park Association SOBO Budget Analysis, 2013

2013 Gross Budget	2013 Net CBID Budget, projected at 92%	2013 Carry Forward Projected from 2012	SOBO Budget 2013
\$ 937,007.00	\$ 862,046.00	\$ 80,000	\$ 942,046.00

### South Park Association DISI Budget Analysis, 2013

2013 Gross Budget	2013 Net CBID Budget, projected at 92%	2013 Carry Forward Projected from 2012	DISI Budget 2013
\$ 346,190.00	\$ 318,494.00	\$ 80,000	\$ 398,494.00

### South Park Association DISI/Enhanced Beautification Budget Analysis, 2013

2013 Gross Budget	2013 Net CBID Budget, projected at 92%	2013 Carry Forward Projected from 2012	DISI/Enhanced Beautification 2013
\$ 297,902.00	\$ 274,069.00	\$ 40,000	\$ 314,069.00

# Adjusted first year Net Budget (92%) for the South Park CBID – 2013

Category of Service	Gross Budget	Net Budget (92%)	Plus Carry Forward from 2012 (Estimated) - \$ 200,000
Sidewalk Operations, Beautification and Order	\$937,007	\$ 862,046.00	\$ 80,000 - \$ 942,046.00
District Identity and Streetscape Improvements	\$346,190	\$ 318,494.00	\$ 80,000 - \$ 398,494.00
Enhanced Beautification/Public Spaces	\$ 297,902	\$ 274,069.00	\$ 40,000 - \$ 314,069.00
Administration/Corporate Operations	\$ 186,188	\$ 171,293.00	0 - \$ 171,293.00
Contingency	\$ 94,602	\$ 87,034.00	0 - \$ 87,034.00
<b>Total for 2013</b>	<b>\$ 1,861,889.00</b>	<b>1,712,936.00</b>	<b>\$ 1,912,936.00</b>

## FROM THE 2008 PLAN

The summary of the 2008 operating budget for the South Park LSPM PBID including the five year projection, is provided on page 23. The total improvement and activity plan budget for FY2008, which is to be funded totally by property assessments, is projected to be:

PROGRAM OR ACTIVITY FUNDED BY SOUTH PARK NEIGHBORHOOD PROPERTY BUSINESS IMPROVEMENT DISTRICT	APPROXIMATE % OF FIRST YEAR ANNUAL BUDGET	ESTIMATED ANNUAL COSTS (FIRST YEAR)
Sidewalk Operations, Beautification	65%	\$ 782,071.00
District Identity and Streetscape Improvements	10%	\$ 120,319.00
Administration/Corporate Operations	15%	\$ 180,477.00
Contingency/City Fees/Reserves	10%	\$ 120,319.00
<b>TOTAL</b>	<b>100%</b>	<b>\$ 1,203,186.00</b>



# South Park & Community Benefit District B.I.D.

## Operations Report

### October 2012



#### Arrest and Detains for the Month of October:

##### **240 P.C. On PSO Amaya @ the James M. Wood Under-path:**

##### **Assault/Battery On Security Officer:**

While conducting a routine patrol, SPBID officers Amaya and Florez came in contact with a welfare check. While attempting to assist the welfare check which was a Male white wearing a white T-shirt and shorts became very aggravated and aggressive during contact. At this point the officers attempted to calm the gentleman down but he started to launch toward Officer Amaya and spit in his face. At this time officer Florez began to detain the subject and a small scuffle began. Once the subject was detained LAPD and LAFD was notified, to check on the subject. Upon arrival of LAPD and LAFD the subject was evaluated and transported to California Hospital for further evaluation and then to Central Station for booking.

#### District Incident for the Month of October:

##### **415 (F) @ Pico and Figueroa: Fight:**

While on routine patrol SPBID officers noticed a verbal altercation between 2 illegal Hot Dog vendors, ( 2 male, Hispanic subjects) so they went over to check out the situation. Upon making contact the subject began physically punching each other so they were separated and LAPD was notified. Once LAPD arrived the spoke with both subject and neither wanted to press charges so they were released without incident.

##### **922 @ Pico/Figueroa: Illegal Vendor Task Force**

SPBID officers assisted Convention Center Security and LAPD Central Division with pick-up and disposal of multiple illegal hot dog vending carts.

#### Monthly Statistics:

##### October 2012

• Observations.....	9,875	SPBID observed any activity (welfare checks, Crimes, extra patrols)
• Merchant Contact.....	1,444	SPBID checks on stores in the district for any info and pass downs
• Resident Contact.....	1,225	SPBID checks on residence buildings for any info and pass downs
• Citizen Assist.....	393	SPBID assist citizen on any info that is needed or helps in small activity
• Vehicle Tags.....	10	SPBID tags vehicles that are unlocked, unsecured and have visible items
• Call For Service.....	81	SPBID receives a call from the public regarding activity in the district



**South Park  
October 2012**

**Monthly Activities:**

The Crew has continued to perform sidewalk and alley maintenance, trash control and weed Abatement. We also continue to pick up bulky items from various location and alleys. As well as removing graffiti, sticker and poster from fixtures such as lighting poles. Staff is always making sure areas are well maintained and free of graffiti prior to events and after events. We are constantly using the blower due to the amount of leaves dropped by trees this month. We also continue to pressure wash most of the trash cans and stained sidewalks. Staff is constantly cleaning sidewalk and detailing throughout the South Park District. There's were 5 special requests made for pressure wash this month, Venice Blvd and Grand Ave., North West bus stop from the CA Hospital, 901 W. Flower St., 1130 S. Flower St., 1200 Hope St., Pico Blvd. from Grand Ave to Margo Alley. There were several events that took place this month; the Rock N Roll Marathon, Lakers and Clippers preseason games, and the Citizenship Ceremonies.

**Streets Maintained: 3,537, linear feet 1,611,799,**

**2,593 bags (Approximately 41,480 Lbs.) of trash were picked up and disposed of properly.**

**106 bulky items picked up, 209 of alleys cleaned, 1,806 of trees maintained,**

**6,986 Sq. Ft Graffiti Removed, 910 Sq. Ft of Weeds Abatement, 327 of citizen assisted,**

**16,248 Sq. Ft Pressure Washed**

**Schedule for Upcoming Month:**

**For the upcoming month we are continuing to focus more on the detailing, Graffiti removal, Pressure wash, weed abatement, in addition more use of machine work for the site maintained.**

**Supervisor: Milan Lam, James Hernandez**

**Staff: Jesse Johnson, Adam Pantoja**

# South Park October 2012

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Hope St. and 11 St. North East Corner



1130 S. Flower St.



1600 Pembroke Alley



Pico Blvd from Grand Ave. to Margo Alley (South Side)



441 Hope St. side



441 Pico Blvd. side